

## STAFFORD COUNTY SCHOOL BOARD

### Agenda Consideration

**TOPIC:** Proposed Amendment to Regulation  
R7-13 Transfer Students

**ITEM NO.:** 10L

**PREPARED BY:** Denise Fruik  
Supervisor of Planning

**MEETING:** April 27, 2006

**ACTION DATE:**

**INFORMATION ONLY:** April 27, 2006

Scott Horan,  
Executive Director  
Planning & Construction

Andre' A. Nougaret,  
Assistant Superintendent  
for Support Services

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**ACTION REQUESTED BY THE SUPERINTENDENT:** That the School Board receive for information the proposed amendment to Regulation 7-13, Transfer Students (attached).

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#### KEY POINTS:

1. Proposed Regulation 7-13 is intended to further clarify and define the student transfer process.
2. Section C of R 7-13, establishes a submission deadline of June 1 for the submission of student transfer requests.
3. The proposed amendment to Regulation 7-13 will add a stipulation to Section C allowing an employee, as defined in Policy 7-13, to apply for student transfers after the June 1<sup>st</sup> deadline given the employee is requesting the transfer as a result of a change in job location. The employee must submit the transfer request within one month of the job location change.

**SCHOOL BOARD GOAL: #4** – Address the impact of continuing population growth by developing plans to address expanding staff, facilities, transportation, attendance zones and instruction.

**FUNDING SOURCE:** N/A

**AUTHORIZATION REFERENCE:** Bylaw 1-33, Formulation and Approval of Regulations  
*February 2006*

**STUDENTS****Transfer Students****A. Transfers Within the County**

All schools within the county will be open to transfers unless otherwise designated as closed to transfers by the Superintendent. Schools may be closed to transfers when actual or projected enrollments meet or exceed capacity, as the result of School Board action or for other reasons that will facilitate the orderly administration of the school system.

**B. Approval of Student Requests to Transfer**

Requests to transfer into schools designated as open to transfers will be approved. Requests to transfer into schools designated as closed to transfers will only be approved under the following conditions:

1. The student has moved within the county and wishes to continue enrollment at the current school of attendance.
2. The student currently resides outside of the county but has evidence of residency within the attendance zone of the requested school being established within the first nine week term of the school year.
3. The student has moved out of the county within the last nine week term of the school year.
4. The student is the child of an employee as defined in school board policy 7-13 E.
5. The student is in a class of students granted approval to transfer by a redistricting action of the School Board.

Transfer requests denied by the Superintendent may be appealed to the School Board.

**C. Transfer Request Submission Deadlines**

Requests to transfer must be received by June 1<sup>st</sup> of the year preceding prospective school attendance. Students enrolling in Stafford County Public Schools after June 1<sup>st</sup> of the current school year may submit a request to transfer on the date of enrollment. Requests received after June 1<sup>st</sup>, for current students, or after the date of enrollment for new students, will be considered only if a change has occurred in one of the conditions specified in regulation 7-13 B. Employees, as defined in Policy 7-13 D may submit a transfer request after the

**STUDENTS****Transfer Students**

June 1<sup>st</sup> deadline as long as the request is the result of a change in job location and is submitted within one month of the job location change.

**D. Renewal of Transfer Requests**

Transfer requests will automatically renew annually until the student has completed the last grade level at the requested school. A written rescission of the request to transfer must be received for the student to return to the base school.

**E. Special Conditions**

1. All Stafford County Public Schools policies apply to transfer students including, but not limited to, attendance policies. Transfer students are expected to maintain acceptable attendance. Attendance of transfer students will be monitored by the school administration. The Superintendent will be notified of any attendance issues and may, at his/her discretion, withdraw approval of the request to transfer.
2. Requests to transfer for students requiring special education services will only be considered if the required services are available at the requested school.
3. Transportation is not provided for transfer students. Transportation to a school other than the school in the student's designated attendance area is the responsibility of the parent/guardian unless otherwise specified by Stafford County Public Schools.

**Editor's Note**

**See also School Board policy #7-13**

Approved by Division Superintendent: September 13, 2005  
Amended by Division Superintendent: April 27, 2006